



VACANCY ANNOUNCEMENT 18

Date: 02/14/2013



ANNOUNCEMENT NUMBER: 18

OPEN TO: All Interested Candidates.

POSITION: Executive Admin Assistant, LES-7⁽¹⁾; FP-7⁽²⁾

OPENING DATE: February 14, 2013

CLOSING DATE: February 28, 2013

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-7, step 1 is L.E. 64,281.

(2) Actual FP grade and salary will be determined by the US Department of State.

Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

The US Embassy in Cairo is seeking an individual for the position of Executive Admin Assistant in the Foreign Commercial Services Office.

BASIC FUNCTION OF POSITION

The incumbent as the “nerve center” for the FCS North Africa and Levant (NAL) region (Egypt, Morocco, Jordan, Libya and Lebanon). This person has oversees and tracks the information flow within the FCS NAL region

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(centrally collected Front Office taskers and other communications, emails, faxes, and letter correspondence) within FCS and between FCS and all other USG agencies worldwide. The incumbent coordinates with all public and private sector entities with which FCS NAL does business – in Egypt, the region, and the U.S. Accordingly he/she must have a complete understanding of the roles and responsibilities of every person within the NAL region, as well as the complex inter-relationships. He/she must also have a full and total understanding of not only all key points of contact in Washington DC, but all other key agencies at post (with particular emphasis on the Economic/ Political Section, Office of Military Cooperation, Foreign Agricultural Service, USAID, RSO, Admin/GSO, and Public Affairs) and be able to speak for scheduling purposes on behalf of the Regional Senior Commercial Officer to other agency heads and ministerial offices if necessary.

The incumbent will assume website content development and management support for the NAL regional website and for the CS Egypt website. The export.gov websites must routinely be maintained and the incumbent will be responsible for content development including coordinating with Commercial Specialists throughout the NAL region for content. Export.gov should serve as a resource to US exporters interested in regional markets and maintain current market information as well as an updated FAQ section.

Plans, organizes and executes FCS events. This begins with the preparation of a budget and identification of possible venues. Responsibilities include negotiating with contractors, overseeing their performance and seeing that the various bills are paid as well as handling all different event logistics. The incumbent all serves as the back up to the Regional Budget Analyst.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in business, management (administration), economics, marketing, finance, international trade, accounting translation is required.

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2. Three years of progressively responsible experience in international relations, administrative support, research, marketing, or trade promotion is required.
3. Level IV (fluent) in both spoken and written English and Arabic are required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply for advertised positions.
3. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)



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2. Candidates must provide in the application or (DS-174) names of family members working in the Mission.

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.

4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Neveen Elias or Lamiaa Hafez
U.S. Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email:cairojobs@state.gov

"Mission policy prohibits pre-selection of applicants."

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
- and



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--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 28, 2013

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail



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themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.